NORCO COLLEGE

**CONTRACT TEACHING AVAILABILITY FORM
2013 - 2014 ACADEMIC YEAR**

Return this **completed** form to your IDS as soon as possible**.** This form is for planning purposes only; it does not guarantee an assignment.

Name:

Home Phone (_____)_____ Work Phone (_____)_____ Cell Phone (_____) _____

Emergency Contact: Name _____ Number (_____)_____

WINTER 2015

Courses you would like to teach

Pay Code	Course	Day/Time	Teaching Format		Computer Room
❏ Summer pay (SD9) † ❏ Contract (D1) ❏ Overload (D9) ❏ Load Bank (D4) ‡	Special Request:		Lecture ❏ Face to Face ❏ Web-enhanced * ❏ WordPress/Other ** ❏ BlackBoard***	Distance Ed**** ❏ Hybrid ❏ Online	❏ Yes ❏ No
❏ Summer pay (SD9) † ❏ Contract (D1) ❏ Overload (D9) ❏ Load Bank (D4) ‡	Special Request:		Lecture ❏ Face to Face ❏ Web-enhanced * ❏ WordPress/Other ** ❏ BlackBoard***	Distance Ed**** ❏ Hybrid ❏ Online	❏ Yes ❏ No
❏ Summer pay (SD9) † ❏ Contract (D1) ❏ Overload (D9) ❏ Load Bank (D4) ‡	Special Request:		Lecture ❏ Face to Face ❏ Web-enhanced * ❏ WordPress/Other ** ❏ BlackBoard***	Distance Ed**** ❏ Hybrid ❏ Online	❏ Yes ❏ No
General Comments/Requests:					

*   Web-enhanced (WE) courses are not Distance Education. These courses meet for the full face-to-face lecture time.

**   Web-enhanced courses can be supported by WordPress sites. To set up a WordPress site, contact Mark Knight at 951/222-8360 or email at Mark.Knight@NorcoCollege.edu

***   Web-enhanced courses can also be supported by the BlackBoard platform. If you wish to use BlackBoard for your web-enhanced course, you <mark>MUST OPT-IN</mark>. If you do not opt-in it is assumed that you are using another option for web-enhancement. If you choose to use BlackBoard, training is mandatory.

****   Courses must be approved to be offered as Distance Education (DE) through the Curriculum Approval process. Consult your Curriculum Committee representative if you have any question or concerns about the status of your course.
Faculty teaching distance education (hybrid or online) MUST complete Blackboard 9.1 Academy PRIOR TO offering instruction in this format. Information about Blackboard 9.1 training can be found at http://www.opencampus.com/faculty.

†   Faculty may choose either the summer or the winter intersession for compensation at summer pay rate. (As per contract Article XXI.D)

‡   Only full-course overloads […] will be eligible for load banking (Article XXII.A.1.) [Full-time faculty only]
Per IRS regulations, approval for this type of pay MUST be on file with the Chief Instructional Officer (Dr. Diane Dieckmeyer) PRIOR to December 31, 2012. Without prior approval Load Bank pay is not an option for Summer 2013 or Fall 2013.

SPRING 2015

Courses you would like to teach

Pay Code	Course	Day/Time	Format		Computer Room
❑ Contract (D1) ❑ Overload (D9) ❑ Load Bank (D4)‡	Special Request:		Lecture ❑ Face to Face ❑ Web-enhanced * 　❑ WordPress/Other ** 　❑ Blackboard***	Distance Ed**** ❑ Hybrid ❑ Online	❑ Yes ❑ No
❑ Contract (D1) ❑ Overload (D9) ❑ Load Bank (D4)‡	Special Request:		Lecture ❑ Face to Face ❑ Web-enhanced * 　❑ WordPress/Other ** 　❑ Blackboard***	Distance Ed**** ❑ Hybrid ❑ Online	❑ Yes ❑ No
❑ Contract (D1) ❑ Overload (D9) ❑ Load Bank (D4)‡	Special Request:		Lecture ❑ Face to Face ❑ Web-enhanced * 　❑ WordPress/Other ** 　❑ Blackboard***	Distance Ed**** ❑ Hybrid ❑ Online	❑ Yes ❑ No
❑ Contract (D1) ❑ Overload (D9) ❑ Load Bank (D4)‡	Special Request:		Lecture ❑ Face to Face ❑ Web-enhanced * 　❑ WordPress/Other ** 　❑ Blackboard***	Distance Ed**** ❑ Hybrid ❑ Online	❑ Yes ❑ No
❑ Contract (D1) ❑ Overload (D9) ❑ Load Bank (D4)‡	Special Request:		Lecture ❑ Face to Face ❑ Web-enhanced * 　❑ WordPress/Other ** 　❑ Blackboard***	Distance Ed**** ❑ Hybrid ❑ Online	❑ Yes ❑ No

Are you using previously load-banked hours to meet your contract this term?	❑ Yes	If yes, please see IDS for necessary paperwork.			
	❑ No				
Do you have any reassign time this term?	❑ Yes	If Yes:	FTE:	Title of Position:	
	❑ No		FTE:	Title of Position:	
			FTE:	Title of Position:	
			FTE:	Title of Position:	

General Comments/Requests:

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